



# City of Houston

## New Employee Handbook

Administration & Regulatory Affairs  
Payroll Services  
[payroll@houstontx.gov](mailto:payroll@houstontx.gov)

Workforce Timekeeper™ v7.0

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Document Revision	Product Version	Release Date
A	Workforce Timekeeper™ v6.1	January 2011
B	Workforce Timekeeper v7.0	May 2015



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# Getting Started



## Logging On

### Purpose

The Kronos **log on** page provides access to all the features where you to perform your time and attendance tasks.

### Example

You, as a time stamp employee, log on to the Kronos application to work with and review your timecard, schedule, attendance, and time off request data.

The screenshot shows the Workforce Central login interface. At the top left is the City of Houston logo and a city skyline image. The title "Workforce Central" is displayed with "Version 7.0.7" to its right. Below the title, contact information for the HITS Client Services Help Desk is provided, including an email address and a phone number. The login fields consist of a "User Name" label above a text input box, and a "Password" label above another text input box. A blue arrow button is positioned to the right of the password field.

City of Houston

Workforce Central<sup>®</sup> Version 7.0.7

For Kronos assistance, please contact the HITS Client Services Help Desk via email or phone:

HITSCustomerServiceCenter@houstontx.gov

(832) 394-HITS (4487)

User Name

Password

## Steps

1	Access the Kronos <b>log on</b> page.
2	Enter your user name and password in their designated fields.
3	Click the <b>Log On</b> button or press the <b>Enter</b> key on the keyboard.



### Note

Users will log in using their City of Houston log on credentials.



# Getting Started

## Logging Off

### Purpose

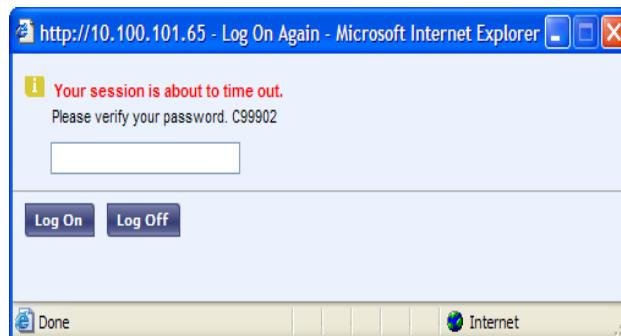
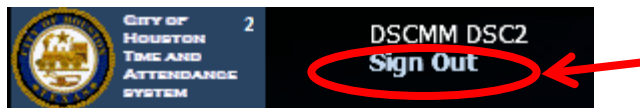
The application's security prevents other people from logging on to access or modify your information. Logging off and inactivity timeouts are security measures to keep your information secure after you've logged on.

### Logging off Kronos

Upon completion of your tasks, you must log off the application to ensure that your employees' information is kept confidential.

### Regaining access after the inactivity timeout

Inactivity timeout protects sensitive information in the application. If the application does not detect activity within a specific amount of time, it automatically logs you off. To regain access to the application, you must re-enter your password in the inactivity timeout screen. When you regain access, the application restores the last page you were viewing.



### Caution

Clicking the Close (X) button without first logging off might leave your connection to the application open, which might allow unauthorized people to view and edit information. If you do not log in after an inactivity timeout, you will lose all unsaved edits.

### Note

The inactivity timeout screen appears if there is no activity in Kronos for 30 minutes.



# Navigating Kronos Pages

## Purpose

Kronos pages include two main areas: the banner area and the workspace. The workspace reflects the selection you make in the banner.

## *The key areas of Kronos pages*

The screenshot shows the COH Employee Workspace interface. The main area is the COH Employee Calendar, which displays a weekly schedule from Sunday, July 19, to Friday, July 24. The calendar shows various shifts and time periods, such as 7:00AM to 8:00AM, 8:00AM to 9:00AM, 9:00AM to 10:00AM, 10:00AM to 11:00AM, 11:00AM to 12:00PM, 12:00PM to 1:00PM, 1:00PM to 2:00PM, 2:00PM to 3:00PM, 3:00PM to 4:00PM, 4:00PM to 5:00PM, and 5:00PM to 6:00PM. The calendar also shows a table of accuals at the bottom.

The interface is divided into three main sections:

- Primary Widget Area:** The main calendar view, showing the current pay period and the ability to navigate between different time periods.
- Secondary Widget Area:** The right-hand pane, which contains the Timestamp section (showing the last timestamp) and the My Requests section (showing a list of requests).
- Related Items Pane:** The bottom-right pane, which contains a list of related items, such as My Requests, My Leave Requests, and My Leave Cases.

Accrual Code	Reporting Period	Accrual Unit	Available Balance	Vested Balance	Probationary ...	Earned to Date
Compensatory...	1/01/2015 - 12/31/2...	Hour	0.0 (0.0p)	0.0	0.0	0.0
Compensatory...	1/01/2015 - 12/31/2...	Hour	0.0	0.0	0.0	0.0
Compensatory...	1/01/2015 - 12/31/2...	Hour	9.38 (0.0p)	9.38	0.0	0.0
Donated Leave	1/01/2015 - 12/31/2...	Hour	0.0	0.0	0.0	0.0



## Tip

Above the banner are Microsoft navigation tools. Kronos provides the tools and icons that you use while in the application; therefore, you should avoid using any others.









# Timestamp

## Recording Punches using Time Stamp

### Purpose

Time stamp is the entry method that you use to log your time at a PC using the web browser. Time stamping creates punches that identify the time you work.

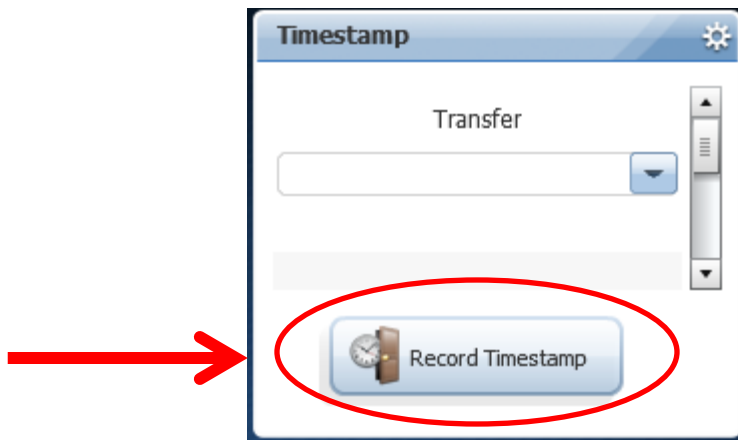
### Example

You are getting ready to start your work day. You log into Kronos to record a time stamp.

### Steps

1

Click **Record Time Stamp** located in the Timestamp widget. After you click Record Timestamp you should immediately be able to see your time.





# Recording a Transfer

## Purpose

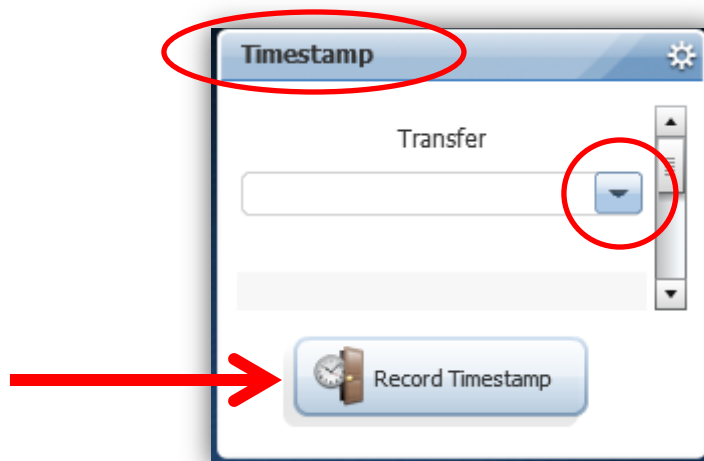
Each employee is assigned a primary labor account. During the normal workday, all worked and non- worked hours are charged to this assigned labor account. Occasionally, you may need to transfer your hours to another labor account so that the right labor account is charged.

## Example

You are about to begin an eight hour shift in a specific Internal Order, which is not your primary assignment. Upon starting work, record the transfer to ensure that your time is allocated to the correct Internal Order.

## Steps

- 1 Log on to Kronos and access **Time Stamp**.
- 2 Click in the **Transfers** field. Recently selected labor levels and work rules automatically appear in the Transfers drop- down list.





# Viewing Your Timecard and Schedule

## Purpose

You can review your timecard for accuracy. You can also e-mail or print your timecards.

### COH Navigator Timecard

Current Pay Period

Refresh

Save

Cancel

More

Date	Schedule	Pay Code	Amount	In	Out	Transfer	Shift	Daily	Period
Sat 7/18		OWCT - Ex Comp ...	1.0	7:00AM				1.0	1.0
Sun 7/19		OWCT - Comp Tim...	1.0					1.0	2.0
Mon 7/20	7:00AM-4:00PM			7:00AM	4:00PM	;COH EX	8.0	8.0	10.0
Tue 7/21	7:00AM-4:00PM			8:57AM	1:26PM	;COH EX	8.0	8.0	18.0
Wed 7/22	7:00AM-4:00PM			7:00AM	4:00PM	;COH EX	8.0	8.0	26.0
Thu 7/23	7:00AM-4:00PM			7:00AM	4:00PM	;COH EX	8.0	8.0	34.0
Fri 7/24	7:00AM-4:00PM			7:00AM	4:00PM	;COH EX	8.0	8.0	42.0
Sat 7/25									42.0
Sun 7/26									42.0
Mon 7/27	7:00AM-4:00PM			7:00AM	4:00PM	;COH EX	8.0	8.0	50.0
Tue 7/28	7:00AM-4:00PM			7:00AM	4:00PM	;COH EX	8.0	8.0	58.0
Wed 7/29	7:00AM-4:00PM			7:00AM	4:00PM	;COH EX	8.0	8.0	66.0
Thu 7/30	7:00AM-4:00PM			7:00AM	4:00PM	;COH EX	8.0	8.0	74.0

All

Account

Location	Job	Account	Pay Code	Amount
		9990009999/-/30046192/-PS02/20000568	OWCT - Comp Time Hours Earned	1.0
		9990009999/-/30046192/-PS02/20000568	OWCT - Ex Comp Time Hrs Earned	1.0
		9990009999/-/30046192/-PS02/20000568	SALY - Salary Base	80.0

Totals

Accruals

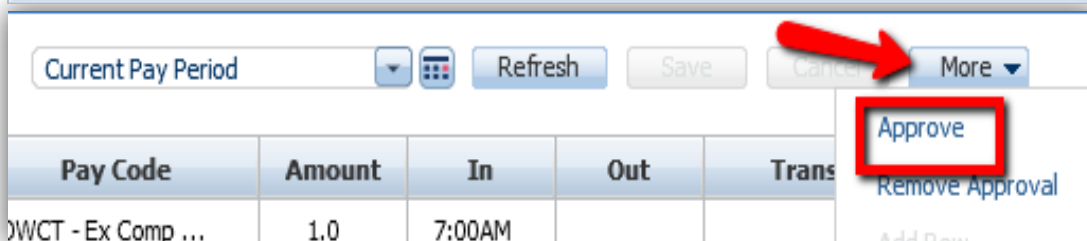
Timecard Area	Description
Timecard Tabs	<p>Located at the bottom of the page, the timecard tabs display additional information about how Kronos tracks employee hours:</p> <ul style="list-style-type: none"> <li>• <b>Totals</b>– Displays timecard totals on the left and the schedule for the selected time period on the right</li> <li>• <b>Accruals</b> – Displays accrual codes and available balances based on the date selected in the timecard workspace</li> </ul>

### Example

You would like to **review and/or approve** your timecard data prior to your Timekeeper/Supervisor applying approval. Access your timecard and review the timecard information.

**NOTE: THIS IS NOT MANDATORY.** *It is at the Departments discretion to allow their employees to approve their own timecard.*

1. Click on **COH Navigator Timecard**
2. Next, click **More > Approve**



The screenshot shows the COH Navigator Timecard interface. At the top, there is a header bar with the text 'Current Pay Period' and a calendar icon. Below this, there are buttons for 'Refresh', 'Save', 'Cancel', and 'More'. A red arrow points to the 'More' button. A dropdown menu is open from the 'More' button, showing options: 'Approve', 'Remove Approval', and 'Add New'. The 'Approve' option is highlighted with a red box.

Pay Code	Amount	In	Out	Trans
DWCT - Ex Comp ...	1.0	7:00AM		



### Steps

- 2 Click on the drop-down list located in Current Pay Period to select the time period you would like to view, then click Refresh.
- 3
  - To view **Totals and Accrual Balances**,
    - click the **Accruals** tab at the bottom of the screen.

Location	Job	Account
		9990009999/-/-/30046192/-/PS02/20000568

Totals Accruals

### Purpose

Once a pay period has been closed, only Central Payroll can make changes to an employee's timecard.





## Purpose

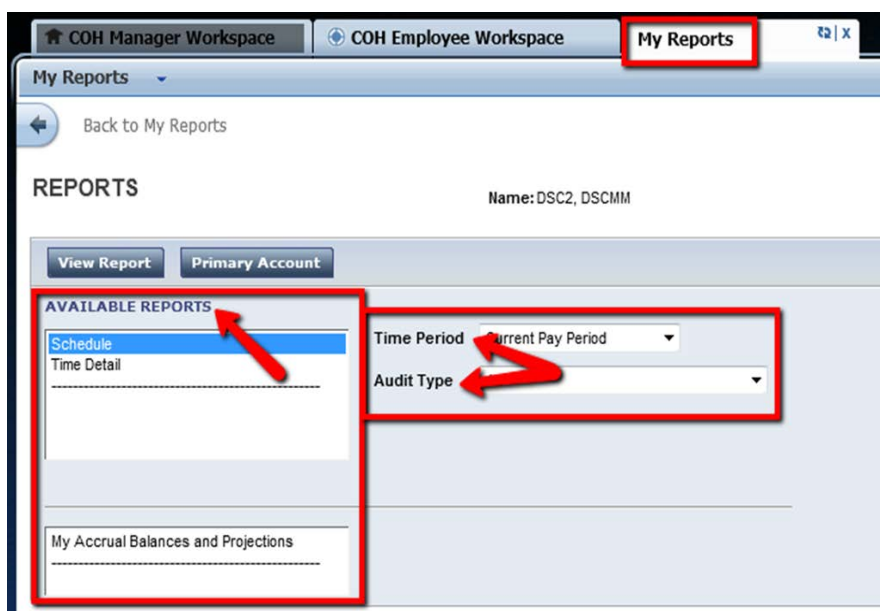
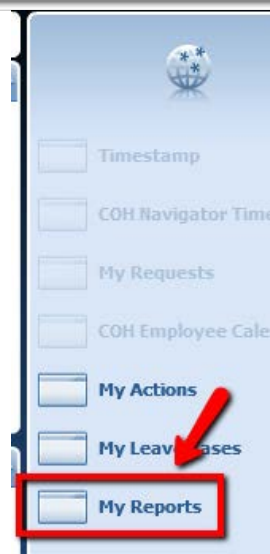
Kronos provides reports in easy-to-read formats that help you review time and attendance information that is meaningful to you. You can generate three different types of reports: Schedule, Time Detail, & Accruals Balances and Projections.

## Example

You want to review your time attendance information. Generate the Time Detail report.

### Steps

- 1 Go to your **Related Items Pane > My Reports**.
- 2 Select a **Report** by clicking on it.
- 3 Select the specific time period from the drop-down list.
- 4 Click **View Report**.
- 5 To return to the **Available Reports** screen, click **Return**.





The following illustration shows the Time Detail report:

**TIME DETAIL**

[Return](#)

Click Return to access your other reports.

Time Period: Current  
Dates: 1/08/2011

Printed: 1/13/2011

Name: Goode, Beatrice  
Primary Account(s):

ID: C99905  
1/07/2011 - forever

Pay Rule: COH NE CT  
6500070002/10000311/099/30034528/-/X810/20000568

Date	Apply To	In Punch	In Exc	Out Punch	Out Exc	(\$)Amt	Adj/Ent Amount	Totaled Amount	Cum. Tot. Amount	Absence
Sat 1/08									0.0	
Sun 1/09									0.0	
Mon 1/10		7:58AM		5:03PM				8.0	8.0	
Tue 1/11		7:55AM		5:02PM				8.0	16.0	
Wed 1/12		7:57AM		5:04PM				8.0	24.0	
Thu 1/13		7:55AM						0.0	24.0	
Fri 1/14									24.0	
Sat 1/15									24.0	
Sun 1/16									24.0	
Mon 1/17									24.0	
Tue 1/18									24.0	
Wed 1/19									24.0	
Thu 1/20									24.0	
Fri 1/21									24.0	
Totals						0.00	0.0	24.0	24.0	
Account Summary										
Account	Pay Code						Money		Hours	
6500070002/10000311/099/30034528/-/X810/20000568										
	BASE - Base Pay								24.0	
Pay Code Summary										
	Pay Code						Money		Hours	
	BASE - Base Pay								24.0	
Totals							0.00		24.0	



**Purpose**

The Time Off Request form provides a consistent, easily accessible way to request time off or retract a time off request. Workforce Timekeeper forwards your requests to your manager.

**Example**

You would like to take eight hours of vacation Friday of the next pay period.  
Complete a time off request for eight hours of vacation.

Steps	
1	
2	



Steps	
3	From
4	Enter the <b>Start Date</b> and the <b>End Date</b> for the time off request.
5	(Optional) Enter additional information in the <b>Notes</b> field.
6	Select the option to either enter specific hours for the request or to use hours assigned from schedule.
7	If the specify hours option is selected in Step 6, enter a <b>Start Time</b> and the <b>Hours Per Day</b> . Then select the option to either consider the day as Full-day, Half-day or hours.
8	Click <b>Next</b> .
9	Click <b>Save &amp; Close</b> .



# City of Houston ESS Portal



## Purpose


You can access the City of Houston Employee Self Service (ESS) portal via the My Links tab.

COH My Links ▾



User \*

Password \*

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## REPORTS

Name: DSC2, DSCMM

View Report

Primary Account

### AVAILABLE REPORTS

Schedule  
Time Detail

Time Period Current Pay Period ▼

Audit Type All ▼

My Accrual Balances and Projections

### AVAILABLE REPORTS

Schedule  
Time Detail

Time Period Current Pay Period ▼

My Accrual Balances and Projections

As Of



## My Requests ▼



Back to My Requests

	Sun	Mon	Tue	Wed	Thu
	4	5	6	7	8
Oct	11	12	13	14	15
	18	19	20	21	22

### Requests

My Current Requests

→ GTOR

### My Current Requests

Select	Date ▲	Request for	Status	Comments
<input type="checkbox"/>	10/13/2015	GTOR	Retracted	Change Request Employee

Requests	My Current Requests				
My Current Requests	Select	Date ▲	Request for	Status	Comments
→ GTOR	<input type="checkbox"/>	10/13/2015	GTOR	Retracted	Change Request Employee
	<input type="checkbox"/>	10/14/2015	GTOR	Submitted	
	<input type="checkbox"/>	10/15/2015	GTOR	Retracted	Change Request Employee
	<input type="checkbox"/>	10/20/2015	GTOR	Submitted	
	<input type="checkbox"/>	10/20/2015	GTOR	Retracted	Change Request Employee
<div>No available actions ▼</div> <div> <input type="button" value="Apply"/> <input type="button" value="Details →"/> <input type="button" value="Add Note →"/> </div>					

Requests	GTOR
→ My Current Requests	<div>* Start Date <input type="text" value="10/23/2015"/> </div> <div>* End Date <input type="text" value="10/23/2015"/> </div> <div>* Pay Code <input type="text" value="Vacation"/></div> <div>* Duration           <div> <input type="radio"/> Full day             <input type="radio"/> Half day             <input type="radio"/> Hours           </div> </div> <div>Notes <input type="text"/></div>



## MY LEAVE REQUESTS

Person & Id DSC2, DSCMM (00888889)

Refresh

Day Detail

Legend

Time Period Current Pay Period

10/10/2015 – 10/23/2015

Apply

View Width



Week



Month



Multiple Months

	Sun	Mon	Tue	Wed	Thu	Fri
	4	5	6	7	8	9

## REQUEST NEW LEAVE CASE

### Requests

→ View My Leave Cases

→ Request New Leave Case

→ Cancel Leave Case

→ Request Additional Leave Time

→ Cancel Request for Additional Leave Time

\* Leave Category

MILITARY FAMILY EXIGENCIES-DEPLOYMENT

\* Leave Reason

Family Member Deployment-Exigency

Leave Frequency

Continuous

\* Leave Start Date

Leave End Date

Leave Hours

Same hours each day

\* Approximate Daily Leave Hours

Temporary Mailing Address


\* Describe Details of your Request

Save

Cancel

Timecard | Schedule | People | Reports | **Attendance**

**MY LEAVE CASES** Person & Id

 An invalid null parameter was detected.

[Return](#) [Refresh](#) [New →](#) [View →](#) [Edit →](#) [Delete](#) [Select an Action ▼](#)

Time Period [Apply](#)

	Leave Case Status	Leave Category	Leave Reason	Leave Case Code	Current Leave Frequency	Leave Case Approval Status	Leave Start Date	Documents Overdue	Ne Lea Requ
<input type="checkbox"/>							/		

This table currently contains no data.

**COH My Links**

**ESS – Employee Self Service**



The City of Houston  
Official Site for Houston, Texas

User \*

Password \*

[Log On](#)

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